
TERMS OF REFERENCE

Accountant – Project Management Unit (PMU)

Khyber Pakhtunkhwa Revenue Mobilization & Public Resource Management Program

Background

The Khyber Pakhtunkhwa Revenue Mobilization and Public Resource Management Program was approved by the World Bank Board on June 18, 2019 to support the implementation of the KP Government's PFM Reform Strategy. The objective of the project is to improve revenue mobilization and public resource management in the province of Khyber Pakhtunkhwa. The project has two key components, namely a results-based component (US\$100 million) and an input-based component (US\$18 million). To support implementation, the Government of Khyber Pakhtunkhwa intends to recruit an Accountant who will assist Sr. Finance Officer PMU in accounting and finance of the project.

Scope of Work

Providing support to the Project Management Unit (PMU) in:

- i. Processing/Checking of claims regarding procurement, salary, allowances etc. for availability of budget and sanction of the competent authority and entries in requisite appropriation register and books.
- ii. Preparation of cheque vouchers & cheque etc and recording in Cash Book.
- iii. Preparation, maintenance and completion of Ledger Accounts
- iv. Carry out reconciliation with Banks and other concerned units on monthly basis.
- v. Reconciliation of all other transactions and submit a report on quarterly basis.
- vi. Posting and balancing of Ledgers of Project of all receipts & expenditures.
- vii. Preparation of Trial Balance on monthly basis of all Accounts.
- viii. Maintenance of accounts/ Ledgers etc for all sub-projects to come under the projections.
- ix. Preparation of monthly expenditure statement of other Funds if added from any source.
- x. Preparation of monthly and annual accounts of receipts and payments.
- xi. Safe custody of all the books and Records of Finance and Account of Project Accounts.
- xii. Submission of with-drawal application to IDA/World Bank
- xiii. Reconciliation with banks for funds provided by out of World Bank Fund.
- xiv. Preparation of periodical Financial Reports for World Bank as per prescribed formats.
- xv. Reconciliation of receipts and expenditure with IDA/World Bank Releases / National Bank of Pakistan and other nominated banks.
- xvi. Any other task assigned by Sr. Finance Officer related to accounts of IDA/World Bank.

Profile /Qualifications

- i. MBA, Master's Degree in Economics/Finance /Accounting/ ACCA / CA (sixteen years of education). Financial management related qualification/certifications will be accorded due weightage
- ii. At least 04 years of experience; after acquiring stipulated qualification, in the field of finance & accounting at the national level or with the International Organizations / Donor projects.
- iii. Demonstrated ability to apply good judgment in the context of assignments given.
- iv. Written and oral fluency in English is required. Proficiency in, Pashto and Urdu shall be accorded due weightage
- v. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

Reporting

The Accountant will work in PMU under the guidance of Sr. Finance Officer to perform the assigned tasks and will report to Coordinator PMU.

Duration of Assignment

The contract will be initially for one year extendable up to project life based on satisfactory performance